



# GROUP FACILITATION METHODS (TOP #1)

## TOOLS FOR EFFECTIVE GROUP DECISIONMAKING

For Managers and Decisionmakers

18-19 September 2001 (Tuesday/Wednesday) or  
20-21 November 2001 (Tuesday/Wednesday)  
Contact: <icahk@hkstar.com> or tel: 2561-9209.

**COURSE OBJECTIVE:** This course introduces the tools of small group communication that allow for effective group discussions and group decision-making. You will be amazed at how quickly you can assist a group to develop understanding, consensus, and agreement. Methods learned include:

- ❖ **The Focused Discussion Method** that provides a structure for clear dialogue and discussion, moves discussion from the surface to the depth, and encourages diversity of perspective.
- ❖ **The Workshop Method** which engages participation of each group member, focuses the group's consensus towards change, builds an effective team partnership to act, and encourages group rapport and interaction.
- ❖ **The Action Planning Process**, a project based planning process that allows comprehensive action generation and task assignment and creates focused, motivated teams.

**WHO SHOULD ATTEND:** Managers, Supervisors, Team Leaders, Change Leaders, HR professionals, Focus Group Leaders, Training Managers and anyone who has to lead a group in decision making.

**FACILITATOR:** Mark Pixley is a facilitator of organizational transformation and works with senior management groups to design and facilitate their organization's change process including strategic planning, team building, corporate visioning and organizational assessment.

**THE INSTITUTE OF CULTURAL AFFAIRS:** Is a unique facilitation, training and research organization providing effective participatory methods to organizations and communities. Based in 30+ countries around the world, it works with helping people understand and manage their change process.

**PAST PARTICIPANTS INCLUDE:** PCCW, China Light & Power, Merrill Lynch, DHL Worldwide Express, Ogilvy & Mather, Edelman Public Relations, AMI Market Research, Novartis Pharma, ExxonMobil

### ADMINISTRATIVE DETAILS:

- **Time:** 9:00 a.m. to 5:00 p.m.
- **Location:** To be announced.
- **Fee:** HK\$3400 including snacks and material.
- Payment should be by cheque to "The Institute of Cultural Affairs Ltd"
- **Discounts:**
  - ⇒ HK\$500 for registration 10 days in advance.
  - ⇒ Register two people and a third can attend for free.
  - ⇒ Special rates for Non-profits and NGOs.
  - ⇒ **Book ToP #1 & ToP #2 for HK\$ 5000**

Register by faxing in the following form to 2562-6181

Please register me for **Group Facilitation Methods** on \_\_\_\_\_

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|---------------|----------|--|------|
| Name:         | Address: |  |      |
| Title:        |          |  |      |
| Organization: |          |  | Tel: |
| Email:        |          |  | Fax: |



THE INSTITUTE OF CULTURAL AFFAIR – HONG KONG

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